



## Special Use Permit (SUP) Procedures and Conditions

Special events, public assemblies, meetings, and other activities considered non-traditional, i.e., not a customary park visit or not related to the legislatively mandated purpose of the park, and special park uses which require a Special Use Permit (SUP) are subject to certain restrictions. These restrictions are set forth in 36 CFR 1.6, 2.50, and 2.51, National Park Service Management Policies 2006, and other specific requirements imposed by the Superintendent.

Activities requiring a Special Use Permit, include, but are not limited to:

- First amendment rights-related activities
- Commercial filming/photographic activities
- Public meetings
- Non-NPS special events
- Weddings
- Receptions
- Training using park facilities
- Religious services or assemblies
- Organized vehicle displays
- Walk-A-Thons or equivalent
- Commemorative ceremonies

The National Park Service encourages park uses that draw meaning from their association with, and have a direct relationship to, park resources. Conversely, the National Park Service discourages uses not consistent with the preservation and/or protection of park resources, visitors, and/or values.

The National Park Service may permit a Special Park Use if the proposed activity will not:

- Interfere with normal park usage
- Constitute a consumptive form of use
- Have undesirable impacts on park resources
- Compromise the historic scene or landscape including historic buildings
- Present a danger to public welfare and safety, including safety of the participants

The time, location, and conditions for such activities shall be regulated by permit to avoid:

- Infringement upon the enjoyment and rights of other park visitors
- Traffic congestion
- Injury to non-participants and damage to park property
- Disruption of normal park operations
- Unwarranted risk to participants due to inadequate equipment, lack of qualifications or supervision, weather, or other factors

**Reservations:** We accept reservations for up to one year in advance.

**Special Use Permit Fees:** **A non-refundable application fee of \$50.00 is required** to reserve a date on the park calendar and must be enclosed with your Special Use Permit Application Form. **A cashiers check, money order, or personal check should be made payable to the National Park Service with your Social Security Number or Tax Identification Number noted on your check.** Application Fees are not refundable.

The National Park Service will charge a fee and recover costs for special park use permits unless prohibited by law or executive order, or when the proposed use is protected by the First Amendment or involves another right and not a privilege. If administration of an SUP requires the park to incur additional costs, the Permittee will be assessed those costs in addition to application fee. Additional charges may be incurred for administrative services, overtime, repairing/restoring/cleaning resources, security, or similar costs associated with the event. Any additional costs will be required to be paid at the time of the issuance of the Special Use Permit. The Permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Permittee is authorized to make of the land described in this permit. Such damages would be billed to the Permittee after the event.

**Applications:** Complete the *Application for Special Use Permit (Form 10-930)*. Please review and sign the **Terms & Conditions** below and submit them with your permit application. These terms & conditions outline the specific requirements and restrictions of the permit. The permit application requires that you include either a tax ID number or social security number. This number is required by Federal Code 31 USC 7701c from a person or organization doing business with the Federal government and can be used to collect and/or report delinquent debt. Mail the completed application as well as the signed terms and conditions document and the application fee of \$50.00 to: George Washington Carver National Monument, Attn: Special Park Uses Coordinator, 5646 Carver Road, Diamond, MO 64840. Applications must be received at least two weeks prior to your requested date.

**Permits:** If your application is approved, a Special Use Permit will be prepared and mailed to you for signature. Upon receipt, please review, sign and return the permit along with any additional cost recovery fees to our office for the Superintendent's signature. After the Superintendent signs the permit, a copy of the permit as well as the signed procedures and conditions packet will be forwarded to you. *The approved, signed permit copy must be in your possession at the time of your event.*

**Terms & Conditions:** To maintain park natural and cultural resources and quality visitor experiences the following restrictions and requirements apply to Special Use Permits:

1. The Federal Government, its agents and employees, cannot be held liable for claims for damages or suits for any injury or deaths from any cause occasioned by the Permittee's occupancy and use of the land and facilities included within the permit.
2. This permit may not be transferred or assigned without the consent of the Superintendent, in writing.
3. The Permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(4)].
4. The area will remain open to the public.
5. If required, all liability insurance policies are to name the U.S. Government, National Park Service, George Washington Carver National Monument as a co-insured and shall specify that the insurance company shall have no right to subrogation against the United States and shall have no recourse against the Government for payment of any premium or assessment. A certificate of insurance indicating that the required insurance is in effect shall be provided by the Permittee to the Special Park Uses Coordinator prior to the commencement of any activities authorized under this permit.
6. No personal monetary gains will be derived from the use of special use permits. The sale or free distribution of food to the public or participants is prohibited unless approved in the permit and all U.S. Public Health Service Standards are met.
7. Those conducting and participating in events shall maintain good order and proper decorum. Public safety and general welfare will not be endangered.
8. Special care must be taken not to damage any historic object or structure or natural feature.
9. Permits are issued only for the use of approved areas and during the designated times as outlined in the permit.
10. Park areas will be left in the same condition as before the event. All litter, trash, and equipment will be removed from park property by the Permittee upon completion of the event.
11. Activities will be conducted to minimize conflict with other park uses.
12. The Permittee and participants will comply with any instructions from an official representative of the park.
13. All traffic direction and crowd control will be the responsibility of the National Park Service. Reimbursement of any expenses incurred by the National Park Service in relation to the event may be required if so determined by the Superintendent.
14. All emergency vehicles and operations will be under the direction of National Park Service staff.

15. The Permittee and participants will not disturb, adversely effect, alter, damage or remove any natural/cultural resources, archeological or historic artifacts. Digging, scraping, chiseling or defacing natural features is prohibited.
16. Structures, including tents and portable pavilions may not be erected.
17. All vehicles (including motorcycles) must be parked in designated parking areas. Carpooling is recommended; parking may be limited in some areas. Handicapped parking restrictions will be enforced.
18. Erecting of banners, signs, etc. is prohibited.
19. In respect of other park visitors, amplified music is prohibited. Acoustic music will be considered. Exceptions may be made for portable tape decks, CD players, etc., if discussed in advance with the Special Park Uses Coordinator. Standing speakers, disc jockeys, public address systems or any other type of amplified device is prohibited.
20. To protect park lands and wildlife, throwing or scattering of rice, bird seed, flowers (to include flower petals, fresh or dried), confetti, streamers or other similar materials is prohibited. The release of animals including birds, butterflies, or other living things is prohibited. In addition, the use of bubble machines is prohibited.
21. Helium balloons may not be released within the park nor is the Permittee allowed using helium balloons as adornments to any park sign, structure, natural or cultural resource.
22. Serving of alcohol or any type of bar service is prohibited as a condition of the Special Use Permit conditions.
23. Fires, candles, tiki torches, and charcoal grills are prohibited. Sterno or gas grills are allowed.
24. No kitchen facility is available for use.
25. In accordance with Department of the Interior security policies, no internet access is available.
26. Violation of the terms and conditions of the permit may result in the immediate revocation of the permit.

Other stipulations may be added depending on the specific nature of your request.